



STATE OF INDIANA

Request for Information 16-025

INDIANA DEPARTMENT OF ADMINISTRATION

**On Behalf Of
INDIANA UTILITY REGULATORY COMMISSION**

**For:
AUDIO VISUAL EQUIPMENT FOR HEARING and MEETING ROOMS**

Response Due Date: September 29, 2015 at 3:00 PM EST

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This Request for Information (RFI) is issued solely for information and planning purposes only, and does not constitute a solicitation. Responses to the RFI will not be returned. Responses to this RFI are not an offer and cannot be accepted by the State to form a binding contract. Neither the State of Indiana nor the Indiana Utility Regulatory Commission is liable for any cost incurred by the vendor in response to this RFI.

PURPOSE OF THE REQUEST FOR INFORMATION

The purpose of this RFI is to gain knowledge of Audio Visual Equipment for Hearing and Meeting Rooms. The information provided in the responses to this RFI may also be used to assist in the development of a Request for Proposal (RFP) at a later date. There will not be a contract resulting directly from the RFI; however, the State may elect to limit participation to vendors that respond to the RFI, if and when the State releases an RFP.

The information gained from this RFI may be used in the development of a competitive solicitation process, leading to the selection of a contractor that is best suited to provide the solution(s) that meets the Indiana Utility Regulatory Commission requirements. The Indiana Utility Regulatory Commission is interested in learning about all types of solutions available in the marketplace for Audio Visual Equipment for Hearing and Meeting Rooms. Respondents should provide full details about their solution in order for the Indiana Utility Regulatory Commission to gain a clear understanding of the complete solution being proposed.

The Indiana Utility Regulatory Commission may request in-person demonstrations from Respondents of this RFI for the purpose of collecting additional information and/or receiving clarification on proposal details. Invitations may be extended to Respondents of this RFI subsequent to the receipt of responses. The demonstrations will be conducted at the Indiana Government Center in Indianapolis, IN at a date to be determined after review of the proposal submissions.

BACKGROUND/CURRENT OPERATIONS

The Indiana Utility Regulatory Commission (IURC) is a fact-finding body that hears evidence in cases filed before it and makes decisions based on the evidence presented in those cases. As such, the IURC has hearing rooms that contain audio visual equipment to facilitate hearings and events. In addition, the IURC has several meeting rooms that also contain audio visual equipment to facilitate meetings.

The IURC is requesting information about solutions to have the agency's audio/visual and streaming equipment upgraded/replaced. The majority of the equipment is several years old and some of the technology is outdated. The equipment is located in the Commission's offices and in two hearing rooms located on the 2nd floor of the PNC Center. The audio/visual system should allow the commission to conduct hearings, presentations, host conference calling, and administer live streaming of hearings and recording of meetings which would coincide with the agency's current capabilities. Responses should include pricing for equipment as well as installation of the equipment and the length and cost of ongoing maintenance.

The IURC wishes to replace our current equipment so as to maintain our current functionality as stated above.

A file containing photos of the current equipment utilized by IURC is listed as an attachment to this RFI.

Current Equipment:

Boardroom Suite 1500E (20' X 38') (See attachment for room layout/dimensions)

- 8 microphones (table mounted)
- 6 Hideaway Surface Access (HSA 200c) which are table mounted
 - Includes AC and Ethernet outlets

- Tilt up
- 8 speakers (ceiling mounted)
- 2 cameras
 - One at each end of the room
 - Currently not being used
 - Pan/tilt/zoom capabilities
- 1 large screen
 - Ceiling recessed
- DVD player
- VHS player
- PC
 - Provided by customer
- Wireless mouse/keyboard
- Touch panel (AMX)
 - To operate presentations/conference calling

Boardroom equipment closet (6' X 10') (See attachment for room layout/dimensions)

- 1 AMX Netlinx NI-3100
- 1 VSX 8000 (Polycom)
- 1 Extron Crosspoint 300-series Wideband Matrix Switcher
- 1 Crown CTS 600
- 1 Tripplette Smart Pad UPS

Hearing Room 222-2nd floor (See attachment for room layout/dimensions)

- 2 large screens
 - Ceiling Recessed
- 2 wall mounter 42in HDTVs
- 2 Hitachi CP-X605 Projectors
 - Ceiling Mounted
- 3 Cameras
 - Used for streaming hearings and recording meetings
 - Wall mounted
 - Voice activated
 - Pan/tilt/zoom capabilities
- 12 microphones
 - Non-mounted
 - Push to talk
- 6 HSA 200C
 - Same configuration as above
- 3 HDTV screens
 - Used for monitoring and manual production of streaming hearings and recording meetings
- 1 touch panel
 - Table mounted
 - For manual control of cameras
- 1 control panel

- To operate streaming from judge's bench
- 1 wall mounted touch panel (AMX)
 - For operation of presentations/conference calling
- 1 wall panel for press feed
- 1 Marantz Professional HD/CD Recorder CDR420/U1B with cd burning capability
 - Used by court reporters to transcribe hearings in conjunction with stenography equipment

Hearing room(s)-Equipment Closet (See attachment for room layout/dimensions)

- 1 Smart UPS SC 1000 APC
- 3 Vaddio Quick Connect DVI/HDMI SR Interface 998-1105-018
- 1 Digital Extender HD-D105
- 3 Netlinx Power Supply (AMX)
- 1 Netlinx Integrated Controller (AMX) NI-3100
- 1 Netlinx NI-4100 (AMX)
- 1 Extron VGA Distribution Amplifier
- 1 DVD player
- 1 Extron DXP Series Digital Crosspoint Matrix Switcher
- 1 Extron Crosspoint 200 Series Wideband Switcher w/ADSP
- 1 VBrick VBStar
- 2 BiAmp Audia Flex
- 1 Crown CTS 4200
- 1 PC

Hearing Room 224-2nd floor (See attachment for room layout/dimensions)

- 10 Mics
 - Push to talk
- 1 Touch Panel (AMX)
 - Same use as above
- 2 large screens
 - Ceiling Recessed
- 2 projectors
 - Ceiling mounted
- 7 HSAs
 - 3 on bench
 - 4 on tables
- 1 Smart UPS
 - Located under bench
- 1 Extron Distribution Amp
 - Under bench
- 1 VHS player
- 1 DVD player
- 1 PC
- 15 Amp Power Center

Bridgeview Meeting Room Suite 1500E (13' X 20') (See attachment for room layout/dimensions)

- Recessed projection screens for use with a portable projector

City View Meeting Room Suite 1500E (18' X 20') (See attachment for room layout/dimensions)

- Recessed projection screens for use with a portable projector

Bill Divine Conference Room Suite 1500E (10' X 15') (See attachment for room layout/dimensions)

- HDTV
- PC in a closet just outside the conference room

Staff Survey

The IURC issued a survey to certain staff to assess their audio visual equipment needs. The pertinent responses from that survey are below:

1. How well does the current audio visual system meet your needs?

Extremely well	6%
Somewhat well	56%
Not at all well	25%
I do not use it	12%
2. How would you rate the conference call features in the hearing rooms?

The system is easy to use	11%
The system is hard to use	33%
The system works reliably	11%
The system is unreliable	56%
I can hear callers clearly	33%
I cannot hear callers clearly	33%
Callers can hear people in the room clearly	11%
Callers cannot hear people in the room clearly	33%
I can tell when someone is calling into the system	11%
I cannot tell when someone is calling into the system	22%
I am able to make outgoing phone calls using the system	11%
I am unable to make outgoing phone calls using the system	11%
3. How would you rate the audio system in the room?

I can hear what others are saying in the room if they use a microphone	69%
I cannot hear what others are saying in the room even if they use a microphone	0%
I can hear what others are saying in the room when they are not using a microphone	0%
I cannot hear what others are saying when they are not using a microphone	62%
I cannot understand what others are saying because the sound is garbled	8%
I often hear other noise through the speakers (e.g. static, feedback, humming)	31%
4. How would you rate the presentation system in the room?

The system is easy to use	15%
The system is hard to use	15%
The system works reliably	15%

The system is unreliable	46%
I can see the presentation clearly on the screen	23%
I cannot see the presentation clearly on the screen	38%
I cannot see the presentation because the image is out of focus	15%
I cannot see the presentation because the image is too small	15%

Additional comments:

- Unable to locate the wires to connect a party's laptop computer. Have to go into the "closet" to access the built-in system.
- Remote is better than it used to be, but is still somewhat unreliable. Possibly need a receive/antenna mounted in a central location. Screens are too high.

5. What additional or different audio visual equipment or features would you find useful in the hearing rooms?

Copier/scanner	43%
Interactive whiteboard (an instructional tool that allows computer images to be displayed onto a board using a digital projection. The instruction can then manipulate the elements on the board using his/her finger as a mouse, directly on the screen)	36%
Document camera (a flat-bed camera that can project a document or object digitally onto a screen)	57%
Wireless, hand-held microphone for comments made from the gallery	43%
The ability to control the volume of individual microphones and the entire system	64%
The ability to mute all microphones from the bench	7%
Other	7%

Additional comments:

- Please don't ever mute all microphones from the bench. There is absolutely no reason to have the ability to do that. They can turn their own microphones off and on. It would cause confusion and totally interrupt the flow of the hearings.

6. Do you have any additional comments or suggestions?

- The ability to follow along testimony with the internet is the most in need of an update. The connection is beyond slow!
- The fact that the current system lacks a simple analog mixer for the microphone levels is troubling to me. If there is a problem with the mic being too soft or too loud, that should be an easy fix by adjusting the mic level on the mixer, but we do not have that capability. In addition, the current system is far too complicated for its current use. A much simpler system (existing mics, mixer with phantom power, basic amplifiers, and the existing speakers) would be cheaper, more reliable, and easier to use.

SUBMISSION REQUIREMENTS

The Indiana Utility Regulatory Commission asks that all Respondents provide adequate details about their Audio Visual Equipment for Hearing and Meeting Rooms by addressing the following topics:

What is your company's name and experience in providing Audio Visual Equipment solutions?

What solutions do you recommend to host conference calls?

What solutions do you recommend to administer live streaming? Please note that hearings shall not be video recorded/saved, only live streamed. Staff may wish to have meetings recorded; the price for recording should be itemized as an additional option.

What maintenance packages do you offer?

What warranties do you offer?

Do the maintenance or warranty packages include upgrades and/or replacements to equipment? If so, how often?

What is the time frame for this size of project?

PRICING

Please provide all-inclusive and itemized pricing for the Audio Visual Equipment for Hearing and Meeting Rooms.

KEY RFI DATES

Below is a chart that contains all of the deadlines associated with RFI 16-025:

ACTIVITY:	DATE:
Issue of RFI	August 18, 2015
Deadline to Submit Written Questions for Q&A Round #1	August 25, 2015
Response to Written Questions for Q&A Round #1	September 1, 2015
Deadline to Submit Written Questions for Q&A Round #2	September 10, 2015
Response to Written Questions for Q&A Round #2	September 15, 2015
Submission of RFI Responses	September 29, 2015

PROPOSAL DOCUMENTS SUBMISSION

All questions in regards to RFI 16-025 must be submitted in writing via email to Leslie Jones (Ljones@idoa.in.gov) no later than **3pm EST on September 10, 2015**. Please be advised that questions submitted after the due date may not be addressed in the State's formal response, which will be uploaded to the RFI 16-025 webpage by September 15, 2015 at 3pm EST.

All proposals must be submitted via email to Leslie Jones at Ljones@idoa.in.gov no later than **3pm EST on September 29, 2015**. The email subject line should contain the following phrase "RFI 16-025, Audio Visual Equipment for Hearing and Meeting Rooms".

Please note that the assigned IDOA analyst is the State's single point of contact for this RFI. **Inquiries are not to be directed to any other staff member of IDOA or IURC.**

It is important to note that all information submitted in Respondents' proposals to this RFI 16-025 will be kept confidential and will not be made available to the public unless this RFI results in the release of an RFP at a later date. If a RFP results from this RFI, then the information contained in the response submissions for this RFI 16-025 must be made available to the public once the resulting RFP has been awarded. Respondents claiming a statutory exception to the Access to Public Records Act (APRA), IC 5-14-3 *et seq.*, must indicate so in the response submitted. Confidential Information must also be clearly marked in a separate (electronic) folder from the rest of the response. The Respondent must also specify which statutory exception of APRA that applies. The State reserves the right to make determinations of confidentiality. If the Respondent does not identify the statutory exception, the Procurement Division will not consider the submission confidential. If the State does not agree that the information designated is confidential under one of the disclosure exceptions to APRA, it may seek the opinion of the Public Access Counselor. **Please be advised that prices are not confidential information.**